

S-E-C-R-E-T

OFFICE OF TRAINING

NOTICE
NO. 16-58

21 May 1958

SUBJECT: Entrance on Duty and Departure Processing, OTR

1. All supervisors in the Office of Training are responsible for giving advance notice to the Personnel Officer of the date of a physical departure and (with the exception of new employees who are referred by the Office of Personnel) all persons entering on duty. Such notification to the Personnel Officer also includes information on individuals who are leaving the Office of Training on a TDY basis.

2. Because an integral part of processing-out is an interview with the Director of Training, one week advance notice should be given to the PO/TR. The OTR clearance procedures have been revised, and normally the entire process requires less than forty-five minutes.

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3. All OTR supervisors are also reminded of CIA Regulation paragraph 4c (1): "A supervisor who is to be reassigned or who is leaving the Agency will prepare Fitness Reports (Part I) Performance on employees under his immediate supervision before his departure."

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MATTHEW BAIRD
Director of Training

Distribution:
All OTR Employees

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.